

Dear Parent(s),

Columbus Club is committed to providing Summer Camps for children in a safe environment with full adherence to the guidelines advised by NPHE and published by the Health Protection Surveillance Centre (HPSC) and the HSE.

Our aim is to ensure safety for your children, our students, our staff and the school community.

Procedures in Place for Students attending Columbus Club Camps:

1. Each child's temperature is taken each morning at the reception/registration desk. Each child is allowed entry to the camp only if the temperature reading is as it should be.
2. Your child is accompanied by one of our staff to his/her classroom. Parents are not allowed beyond the reception desk/registration desk. We appreciate that this will be difficult for parents who are used to accompanying their child to the classroom.
3. Columbus Club will contact all parents prior to the start of each week's camps to explain the rules pertaining to Covid-19 regulations. If a child does not want to come to camp for any reason or is unsettled, it will be necessary for the parent to bring his/her child home again.

Unlike in previous years, where we permitted parents to come into the camp with their child, due to Covid-19 safety rules and regulations, this is no longer possible.

4. Social distancing is in place in each room and area of activity.
5. We provide arm bands for children to wear in each room. Children in room 1 wear red bands for example, children in room 2 wear green bands and so on. We have put in place the same colour balloons as armbands for each classroom. This helps children to identify their classroom and class group.

6. Each group of children (pod) stay together and enjoy their camp experience as a group. They do not interact with the next group. In this way they are adhering to the social distancing rule.
7. The teacher in each group starts the day by showing children how to wash their hands properly and follow this with a roll call to ensure each child has washed their hands. All children wash their hands in this way before and after break, before and after lunch and again before they go home. The book showing the hand washing “log” is signed by the teacher and our Covid-19 officer on a daily basis. This will also act as information in the event that contact tracing may be required.
8. Children are also shown each morning the proper hygiene etiquette regarding sneezing and coughing into their elbow.
9. All classrooms are cleaned each day after camp and the chairs and tables are sanitised again before camp each morning.
10. All equipment is also sanitised each evening after camp and left ready for the next morning again.
11. Each classroom is fitted with two sinks and private toilets. This eliminates children meeting on corridors on their way to and from toilets.
12. When the class goes outside they will stay with their own teacher(s) and will not mix with any other groups. The colour armband system will help in this regard.
13. We ask that your child’s lunchbox and bag and coat be labelled. Any food not eaten by your son/daughter will be returned in the lunchbox so you will know how much lunch was eaten that day.
14. Regarding food, we have a policy of no nuts and kiwi due to some student allergies.

Best Practice for Staff:

1. All staff have their temperature taken each morning at reception before entry is allowed to the camp.
2. Staff must sign their details in and the register is in place if required for contact tracing at any point.
3. Masks/Face screens are provided by Columbus Club for staff.
4. Hand sanitising first thing every morning at reception. Staff show and demonstrate the washing of hands to their class at the start of the day. The staff must take the roll call for this six times per day. Consequently staff also wash their hands six times daily as well.
5. All equipment used by the teacher is sanitised each day after camp. All equipment used by the class is also sanitised each day after camp.
6. Staff adhere to best practice of sneezing and coughing into their elbow which they also demonstrate to their class each morning.
7. Staff also complete and sign "A Back To Work Form" which provides the employer with a declaration from each staff member that s/he does not have symptoms of Covid-19.

Best Practice for Parents:

1. Each parent must sign a Parent Declaration Form. This must be handed in at reception on the first morning of the camp or your child will not be accepted into camp. We also have the Declaration Form on the website www.columbusclub.ie which can be completed online for your convenience.
2. Parents are asked to accompany their child(ren) as far as the registration/reception desk in the mornings and are asked to wait at the reception desk after camp to collect their child(ren). Parents are not allowed come into the school where the camps are taking place this Summer due to Covid-19 regulations. We

hope everyone understands that these precautions are necessary to ensure everyone's safety and health.

3. Each parent is asked to use the sanitiser at reception in the morning and again when they come to collect their child after camp.
4. Each parent ensures that their child's bag, coat and belongings are labelled.
5. Columbus Club has been allocated a separate entrance for the Summer camps- it is the side entrance down the lane. We ask that parents only come to this entrance please as we have our registration/reception area in place inside the door. We are asking that you don't go to the entrance at the front of the school please.
6. If parents wish to call to the camp during the day, we ask if you would text, ring (087 4167740) or email Anne (anne@columbusclub.ie) so that Anne or her manager can be at the reception desk to meet you when you arrive. The door at reception is closed at 10am each morning. Please ring Anne if you arrive after 10am and we can admit your child immediately after his/her temperature has been taken.
7. We ask while parents are queuing outside to adopt the social distancing rule. The lane will be marked out accordingly.
8. We especially ask for your patience and kindness as there will be queues in the morning and evening. These additional Covid-19 measures mean that it will take longer to drop your child off and collecting your child.
9. We will do our best in trying to allocate a range of times, every fifteen minutes for parents. Again, it's not a perfect situation but hopefully it will help somewhat with the queuing situation.
10. If your child cannot settle in the morning, you will be asked to bring your child home or wait somewhere outside of the school and try again later. Unlike previous years, we are unable to allocate extra time in the mornings to encourage a

child to come in. We ask for your understanding in that parents are not permitted to stay at the reception desk trying to appease their child. This is due to best practice suggested in dealing with Covid-19 situation.

Best Practice As Implemented By Columbus Club:

We appreciate this is a challenging time. We take the rules and regulations very seriously. We have worked very hard as a team in putting all the measures for health and safety in place.

1. All our staff have attended an induction on Covid-19 measures and how they apply in our Summer Camp situation.
2. All our staff are provided with masks/face screens and gloves.
3. We are totally committed to social distancing.
4. We are enforcing the guideline that no parent or adult other than the staff of Columbus Club come in contact with your children while attending camp.
5. We have hand sanitisers in place in all classrooms and areas of tuition as well as outside in the sports area.
6. We have registers in each classroom confirming that children have washed their hands (six times per day).
7. We have temperature “logs” for staff and students.
8. We have a policy in place should a staff member or child show signs of Covid-19. To this end we have a self-isolating room prepared. The staff member wearing a mask will self-isolate immediately and contact his/her G.PI and will follow the medical advice given. If a child presents with any symptoms, the child will be brought to the self – isolating room and their parent contacted to come immediately and the full Covid-19 protocol will be adhered to.

9. Columbus Club has invested a lot in cleaning. The school is cleaned professionally each evening. All chairs and tables will again be sanitised each morning before camp begins.
10. Each evening all the equipment is sanitised.
11. Full records are in place should contact distancing be required at any point.
12. The students in each class group stay with their own group and do not interact with the other groups. If you wish your child to be in the same group as his/her friend it is imperative that it is organised beforehand.

If parent(s) have any queries or concerns, please contact Anne who is the Covid-19 officer at Columbus Club for Summer 2020.

Anne Ruane.

Columbus Club.

087-4167740

anne@columbusclub.ie

www.columbusclub.ie